

EXHIBIT NUMBERING FOR JEEP (JURY TRIALS ONLY/Electronic Format)

**** The following instructions will not affect how exhibits are *presented* during trial proceedings. However, *two exhibit formats* are needed for jury trials: *electronic and paper*.**

The Court has implemented a program to use for jury trials known as JEEP (Jury Evidence Electronic Presenter). During deliberations the **ADMITTED** exhibits can be reviewed by the jury in electronic form on a dedicated laptop and big screen in the jury room. The laptop does not have internet access

Judge Leighton requires paper exhibits (in binders with tabs) for the Judge and the Witness stand during the trial. This allows the witness to identify the exhibit before it is offered, admitted and published to the jury.

The **electronic version of the exhibits need to be numbered/saved electronically as shown below.** However, on the exhibit list itself, the exhibits should be numbered 1 – 500 and A1 – A500 (respectively) for ease of use during the trial process. ****Please carefully name/save (on disc or thumb drive) the electronic exhibits using the numbering system below:***

Plaintiff's	Defendant's
00001	A0001
00002	A0002
00004a	A0004a
00004b	A0004b

VIDEO EXHIBITS shall be submitted on a separate disk. Currently, JEEP has size limitations for video exhibits. Therefore, there is a separate process for saving them to the Portfolio.

Please do not attach stickers to the CD. You may write on the CD itself for identification purposes.

Please email the Courtroom Deputy the exhibit and witness lists in Word format prior to the start of trial and anytime it is revised during trial. That email address is dara_kaleel@wawd.uscourts.gov. (A sample document has been provided as a separate attachment to this email.) You may bring the CD of electronic exhibits with you on the first day of trial, or as otherwise discussed.

Technology training is available and **MUST** be attended prior to trial if counsel or support staff are not familiar with the courtroom technology/presentation process.

<http://www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology>